

### CITY OF ATLANTA

Kasim Reed Mayor SUITE 1900 55 TRINITY AVENUE, SW ATLANTA, GA 30303 (404) 330-6204 Fax: (404) 658-7705 Internet Home Page: www.atlantaga.gov

DEPARTMENT OF PROCUREMENT Adam L. Smith, Esq., CPPO, CPPB, CPPM, CPP Chief Procurement Officer asmith@atlantaga.gov

November 25, 2014

#### INTERESTED PROPONENT:

Re: FC-7784, Document Control Scanning Services

Attached is one (1) copy of **Addendum No. 1**, which is hereby made a part of the above-referenced project.

For additional information, please contact the following personnel for the respective solicitation: for FC-7784, Mr. Sherif Yassin, Contracting Officer, at (404) 330-6698, or via email at syassin@atlantaga.gov.

Sincerely,

Adam L. Smith

#### Addendum No. 1

Re: FC-7784, Document Control Scanning Services

November 25, 2014

Page 2

This Addendum forms a part of the Request for Proposal and modifies the original solicitation package as follows:

- Answers Questions received from interested Proponents;
- Revises Proposal Due Date;
- Bid Tabulation Sheets for Contract # 5456 (Attached); and
- Modifies Contents of Proposals/ Scope of Work.

Proposals are due **Wednesday**, **December 10**, **2014**, and should be time stamped no later than **2:00 p.m. EST** on this day, and delivered to the address below:

Adam L. Smith, Esq., CPPO, CPPB, CPPM, CPP
Chief Procurement Officer
Department of Procurement
55 Trinity Avenue, S.W.
City Hall South, Suite 1900
Atlanta, Georgia 30303

\*\*\*All other information remains unchanged\*\*\*

Addendum No. 1 Re: FC-7784, Document Control Scanning Services November 25, 2014 Page 3

### Acknowledgement of Addendum No. 1

Department of Procuremen	n below and return this form with its proposal to the t, 55 Trinity Avenue, City Hall South, Suite 1900, Atlanta, dgement of receipt of this addendum on thisday of
-	Legal Company Name of Respondent
-	Signature of Authorized Representative
	7-8
-	
	Title
-	Date

Attached

#### **ADDENDUM #1**

The following questions and/or clarifications were requested by various Firms:

1. Question: Whether companies from Outside USA can apply for this?? (From India or Canada)

Answer: SBE companies must have a business office located within the 20 county

Atlanta metro area.

2. Question: Can we perform the tasks (related to RFP) outside USA?? ((From India or

Canada)

Answer: No.

3. Question: Part 2: Contents of Proposals/Required Submittals (page 8) states that "A Proposal will consist of two (2) separate documents." Section 2.1 references Volume 1. Section 2.2 references Volume 2. Section 2.3 references Volume 3.

It appears that the two documents mentioned might be interpreted like this:

Document #1 – Informational Proposal consisting of two parts:

2.1 - Informational Proposal Volume 1

2.2 - Informational Proposal Volume 2

Document #2 – Standard Billing Rates Volume 3 – submitted separately.

Answer: Yes, the Proposal must be submitted in two (2) separate documents, with

Document 1 including Volume 1 and Volume 2 and Document 2 containing

Volume 3 as indicated within the Request for Proposals.

4. Question: I'm resending the request below for a copy of the 'Bid Tabulation' from the

last time this work was bid.

Answer: Please see attachment to this Addendum No. 1.

5. Question: Page 9 of RFP FC-7784 says to submit 1 original and 5 copies of the Standard

Billing Rates. Page 13 of the same document says to include 1 original and 8 copies of the "Cost Proposal." Are these the same thing? How many copies is

correct?

Answer: Yes. Proponent must submit eight (8) copies of the Standard Billing Rates.

See revision to this Addendum No. 1.

#### **ADDENDUM #1**

6. Question: In order to determine possible capital costs associated with this contract,

their question deals with 'value of contract'. Is there any way you could/would provide approximate dollars spent, or dollars budgeted for these services either last year or this year? What would you say the value of this

contract would be?

Answer: The City of Atlanta's budget is confidential. Information regarding

approximate dollars spent or dollars budgeted for these services last year would be subject to the Georgia Open Records Act. Please direct the Open

Records Request to the City's Chief Procurement Officer.

7. Question: Under Section 6.0 Source what is the estimated number of documents for:

6.1 Drawings

6.2 Letter & Legal size documents

6.3 CD and/or DVD's

6.4 Picture

Answer: This amount varies from month to month based on work load. The number

of banker boxes of documents could be anywhere from 5 to 25 boxes per month. This estimate includes drawings, letter & legal size documents, CD

and/or DVD's, and pictures.

8. Question: Under 7.0 what is the Estimated Quantity?

Answer: This amount varies from month to month based on work load. The number

of banker boxes of documents could be anywhere from 5 to 25 boxes per month. This estimate includes drawings, letter & legal size documents, CD

and/or DVD's, and pictures.

9. Question: How many locations/pickups per day/per week?

Answer: 1 1ocation / weekly

10. Question: Will we be required to operate vehicles in restricted areas for pick-up and

delivery purposes?

Answer: No

11. Question: As it relates to payment bond, what is the amount of the 1 year bond?

#### ADDENDUM #1

Answer: An amount equal to one hundred percent (100%) of one (1) year value of the

contract. This amount will be established annually.

12. Question: Small Business Enterprises (SBE) – Appendix A (P. 100)

Our notes from the Pre-bid conference state 35% SBE spend. However, on (P. 2 of appendix A) last sentence states "SBE sheltered market requirements and goals for this project are set forth on page 6." Please clarify SBE requirements.

If Prime is not SBE could they partner with a qualified sub to meet SBE

requirements?

Answer: The contract clearly states that this is a SBE Sheltered Market contract.

Prime contractors participating in this contracting opportunity <u>must</u> be certified as a SBE contractor with the City of Atlanta Mayor's Office of Contract Compliance on or before the bid due date of this contracting opportunity. A Certified SBE prime contractor can self-perform 100% of the contract. If the Certified SBE Prime is utilizing subcontractors the total participation of the certified SBE Prime and the certified SBE sub must be at

least 35%.

13. Question: Off shore indexing opportunity— We understand hard copy documents must

remain local and be accessible as needed. Will COA allow indexing to be done

offshore which will be more cost effective?

Answer: No

14. Question: What % of documents will be electronic and only require indexing vs. hard

copy which will require scanning and indexing?

Answer: Approximately 60% hard copy and 40% electronic.

15. Question: Would samples hard copy documents be available for vendor to see to assess

document quality and prepping?

Answer: Yes

16. Question: Please estimate Avg. # of banker boxes / WF drawings per week or provide

historical volume data.

Answer: This amount varies from month to month based on work load. The number

of banker boxes of documents could be anywhere from 5 to 25 boxes per month. This estimate includes drawings, letter & legal size documents, CD

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#### ADDENDUM #1

and/or DVD's, and pictures.

17. Question: Please confirm you would have space for a combo onsite/offsite operation if

volumes dictate.

Answer: DOA will have space available onsite for indexing purposes only.

18. Question: Who is the vender currently holding this contract?

When was their agreement awarded and when does their agreement

terminate?

Answer: Image Management Solutions & Advanced Data Solutions, Inc.

April 20, 2012 - April 20, 2014.

19. Question: What is the monthly anticipated volume of work to be scanned?

Answer: This amount varies from month to month based on work load. The number

of banker boxes of documents could be anywhere from 5 to 25 boxes per month. This estimate includes drawings, letter & legal size documents, CD

and/or DVD's, and pictures.

**20.** Question: How will this work be provided to the vendor?

Answer: Vendor will pick-up work at client location.

21. Question: What is the required completion time for services from the vendor? (How

long is vendor allowed to complete the work)

Answer: Approximately one (1) week.

22. Question: What is the percentage breakdown of work to be processed - how much is

letter size document vs. legal, blueprint, DVD, etc.?

Answer: This amount varies from month to month based on work load. The number

of banker boxes of documents could be anywhere from 5 to 25 boxes per month. This estimate includes drawings, letter & legal size documents, CD and/or DVD's, and pictures. Approximately 60% of documents is expected

to be hard copy and 40% electronic.

#### **ADDENDUM #1**

**23.** Question: How many different types of forms/documents will need to be processed /can a count be provided?

Answer: This amount varies from month to month based on work load. The number of banker boxes of documents could be anywhere from 5 to 25 boxes per month. This estimate includes drawings, letter & legal size documents, CD and/or DVD's, and pictures. Approximately 60% of documents is expected to be hard copy and 40% electronic.

24. Question: Are there an average number of keystrokes per form that can be provided?

Answer: This will depend on the indexing information required in scope section 4.1 "Indexing Requirements".

**25.** Question: Will cover sheets with barcodes be provided per document or will the vendor need to create?

Answer: Cover sheet will be provided, however, the barcode will come from the vendor.

26. Question: Re section 4.2.2 - can you define "cover sheet"?

Answer: "Cover sheet" will be attached to document giving guidelines on what information will be required for scanning and indexing purposes.

27. Question: Will the vendor be required to store electronic copies of images created?

Answer: Yes, See revised Exhibit "A" General Scope of Services.

**28.** Question: Is there a standard format of the files that will be received on DVD and CD that the vendor will need to index?

Answer: .pdf and .tif

**29.** Question: Re section 3.2.5 - Is all output required to be in text searchable PDF?

Answer: Yes

**30.** Question: What is the requirement with the CADD files?

a. Convert to PDF?

b. Index only?

#### ADDENDUM #1

Answer: CADD files are not included. See Revised Part 1 of the Proposal, Services

**Being Procured.** 

31. Question: What kind of tapes will need to be processed?

a. What is contained in the tapes?

Answer: No tapes will need to be processed.

**32.** Question: What is meant by onsite and offsite storage?

a. Is more than temporary storage required?

b. If temporary, how many days would documents need to be stored?

Answer: Outside of scanning and indexing the documents, onsite and offsite storage

is not required.

33. Question: What are the quality requirements (field level and OCR accuracy)?

Answer: The quality requirement must meet a scanning field level of 300 dpi or

higher. Document must be saved in .pdf format and must be searchable in

its entirety.

**34.** Question: How many document pulls do they anticipate?

Answer: This question is unclear and does not allow an authoritative answer.

35. Question: Is any document destruction required?

Answer: No

36. Question: What % of the documents is duplex?

Answer: It is estimated that 30% of the documents will be duplex.

37. Question: Any there any special security requirements?

Answer: Yes. Please refer to the Proposal, including but not limited to Part 2, § 3.4,

Part 5 § 11, and Part 5, Exhibit A, § 1.

38. Question: Can you provide more detail around the special certification for drivers and

the marking of vehicles?

**Answer:** No special certification is needed.

#### ADDENDUM #1

**39.** Question: What is the expectation of the vendor if the original quality of a document is poor, thus a poor image gets produced?

Answer: The vendor should make every effort to enhance the quality of a bad image whenever possible.

**40.** Question: Is the pricing to be provided at a not-to-exceed rate or should each task order be separately priced?

Answer: Each Task Order should be priced separately.

**41.** Question: On the pricing sheet (Exhibit A-2 Standard Billing Rates), does "each" represent a single page?

Answer: Yes.

**42.** Question: After the award, how soon would the vendor selected be required to begin work?

Answer: Upon execution of the first Task Order, which would follow the recommendation of award and execution of the Service Agreement.

#### ADDENDUM #1

#### 1. REVISION TO PART 1; INFORMATION AND INSTRUCTIONS TO PROPONENTS

Delete:

Services Being Procured: DOA seeks to procure the following services ("Services") on a Task Order basis:

Document Control Scanning Services ("DCSS") including large and small format drawing, small format documents, compact disks, DVDs, Adobe format documents, CADD files, and TIF files. Consultant must provide industry best practices for data lost and recovery of DOA documents while in the Consultant's possession. DOA data placed on media, such as CDs/DVDs/tapes, must be kept physically secure at all times for both on

and offsite storage. The initial term of this RFP will be for three (3) years, with a two (2) year renewal option to be exercised at the sole discretion of the City.

Replace with:

Services Being Procured: DOA seeks to procure the following services ("Services") on a Task Order basis:

Document Control Scanning Services ("DCSS") including large and small format drawing, small format documents, compact disks, DVDs, Adobe format documents, pdf and TIF files. Consultant must provide industry best practices for data lost and recovery of DOA documents while in the Consultant's possession. DOA data placed on media, such as CDs/DVDs/tapes, must be kept physically secure at all times for both on and offsite storage. The initial term of this RFP will be for three (3) years, with a two (2) year renewal option to be exercised at the sole discretion of the City.

#### ADDENDUM #1

#### 2. REVISION TO PART 2; CONTENTS OF PROPOSALS/REQUIRED SUBMITTALS

Delete:

2.3 <u>Standard Billing Rates Volume III</u>. Each Consultant must submit a Standard Billing Rates in a separate sealed envelope using the form provided by the City at Part 5: Services Agreement: Exhibit A.2: Exhibit A.2; Standard Billing Rates. The standard billing rates must support the Scope of Services contained in the RFP and fully encompass all activities in the Proponent's Proposal. The Standard Billing Rates shall serve as the baseline for final fee negotiation with the City. (Submit one (1) stamped "Original" and five (5) copies in a separate envelope).

#### Replace with:

2.3 <u>Standard Billing Rates Volume III.</u> Each Consultant must submit a Standard Billing Rates in a separate sealed envelope using the form provided by the City at Part 5: Services Agreement: Exhibit A.2: Exhibit A.2; Standard Billing Rates. The standard billing rates must support the Scope of Services contained in the RFP and fully encompass all activities in the Proponent's Proposal. The Standard Billing Rates shall serve as the baseline for final fee negotiation with the City. (Submit one (1) stamped "Original" and eight (8) copies in a separate envelope).

Delete:

4.4 A Proponent is required to submit, in a separate, sealed envelope, clearly marked "Cost Proposal", one (1) stamped original and eight (8) copies of its Cost Proposal with its Information Proposal.

#### Replace with:

4.4 A Proponent is required to submit, in a separate, sealed envelope, clearly marked "Standard Billing Rates Volume III", one (1) stamped original and eight (8) copies of its Cost Proposal with its Information Proposal.

#### ADDENDUM #1

### 3. PART 5 - FORMS OF SERVICES AGREEMENT; EXHIBIT A - GENERAL SCOPE OF SERVICES

Delete:

Exhibit A – General Scope of Services, in its entirety.

Replace with:

Exhibit A – General Scope of Services, attached to this Addendum.

Add:

2.4 Retaining of Scanned Copy: The Consultant must retain a master copy of the electronic images for at least ninety (90) days after the delivery to client. This is to ensure that scanned images have been

QA/QC and uploaded in the system.



## CITY OF ATLANTA DEFARIMENT OF PROCUREMENT 55 TRINITY AVENUE, SW, SUITE 1794 ATLANTA, GEORGÍA 39303-0397 (404) 330-2104

### PRICING SHEET BID NUMBER 5654-SM Page 1 of 3

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## CITY OF ATLANTA DEPARTMENT OF PROCUREMENT 55 TRINITY AVENUE, SW, SUITE 1790 ATLANTA, GEORGIA 39303-0307 (404) 330-6204

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PRICING SHEET BID NUMBER 5654-SM Page 1 of 3

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Further, prices shall be held firm for one year from date of award.		Further, prices shall be held firm for one year from date of award.	
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SIGNATURE	Rugel (gree) 03, 13, 201	SIGNATURE	3/8/2012 DATE
TITLE	Vice President PATE	TITLE	Curtis B. Sorrell, Account Executive



## CITY OF ATLANTA DEPARTMENT OF PROCUREMENT 55 TRINITY AVENUS, SW, SUITE 1790 ATLANTA, GEORGIA 30303-0307 (404) 330-6704

PRICING SHEET BID NUMBER 5654-SM Page 1 of 3



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#### PRICING SHEET BID NUMBER 5654-SM Page 1 of 3



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DEPARTMENT OF PROCUREMENT
55 TRINITY AVENUS, SW, SUITE 1790
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TITLE Sales Executive DATE				5,15,12 DATE			SIGNATURE	ner	D 1,23,12
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### CITY OF ATLANTA DEPARTMENT OF PROCUREMENT 55 TRINITY AVENUE, SW. SUITE 1790 ATLANTA, GEORGIA 20302-0307 (404) 330-6204

# PRICING SHEET BID NUMBER 5654-SM Page 1 of 3

	GUAN.	UNIT PR	ICE TOTAL	
**********************		SIMITER	ICE IUIAL	
NOTE TO ALL BIDD	ERS			
IN COMPLIANCE WITH THE I OF THIS SPECIFICATION (IF A VENDOR MUST SUBMIT WITE SETS OF DESCRIPTIVE LITER YOUR BID MAY NOT BE CONS	APPLICABLE), I BID TWO (2) ATURE OR			
Bids shall be held firm for 120 opening date and time.	days after bid			
Further, prices shall be held fire	m for one year			
*****	*****			
GROUP I -SCANNING & IDENTIFICATIO				
Large Format Document     (Typically 36" x 48")	[ ea	\$ <u>1.50</u>	\$ <u>1.50</u>	
(1) pically 30 K46 )	1000 sheets	\$ <u>1.50</u>	\$1,500.00	
2. Small Format Document (Typically 11" x 17")	1 ca	s <u>1.10</u>	\$ <u>1.10</u>	
(typically to x 17 )	1000 sheets	\$ 1.10	\$ <u>1,100.00</u>	
3. Contract Documents (Typically 8" x 11")	l ea	\$ <u>.125</u>	\$	
(Typicany & XII )	5000 sheets	\$ <u>.125</u>	\$ 625.00	
	•			
			1 Panadagai	
	FIRM NAME	Image Managen	nent Solutions	<del>-</del> .
	SIGNATURE	Britard mcg	Evoy 1, 23,20	 )12
	TITLE	President	DATE	-



## CITY OF ATLANTA DEFARTMENT OF PROCUREMENT 55 TRINITY AVENUE, SW, SUITE 1790 ATLANTA, GEORGIA 30303-0307 (404) 330-6204

		QUAN,	UNI	PRICE TOTAL
****	*****************	******		•
	NOTE TO ALL BIDDERS			
OF TO VEN	OMPLIANCE WITH THE REQUES SPECIFICATION (IF APPLIED OR MUST SUBMIT WITH BEST OF DESCRIPTIVE LITERATION BED MAY NOT BE CONSIDER SHAll be held firm for 120 daying date and time.	LICABLE), D TWO (2) JRE OR <u>CRED</u> .		
Furt from	her, prices shall be held firm fo date of award.	or one year		
****	*********	*****		
GRO	DUP I - SCANNING & DO IDENTIFICATION S			
1.	Large Format Document (Typically 36" x 48")	1 ea	\$ 0.85	<u> </u>
	(Typicany 30 X46)	1000 sheets	\$_0.85	\$ 850.00
2.	Small Format Document (Typically 11" x 17")	1 ea	\$_0.09	\$ 0.09
	(Typicany II × I7)	1000 sheets	\$_0.09	\$ 90.00
3.	Contract Documents	1 ea	\$_0.035	\$0.035
	(Typically 8" x 11")	5000 sheets	\$_0.035	\$ 175.00
		•		
		FIRM NAME	Layton Docum	ent Systems, Inc.
		SIGNATURE	Kaus In	M 3 12/12

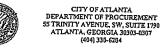
FIRM NAME	Layton Document System	ns, Inc.
SIGNATURE	Trail Tull	3,12,12
TITLE	President	DATE



### CITY OF ATLANTA DEPARTMENT OF PROCUREMENT 55 TRINITY AVENUE, SW, SUITE 1790 ATLANTA, GEORGIA 30303-0307 (404) 330-5204

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#### PRICING SHEET BID NOMBER 5654-SM Page 1 of 3



PRICING SHEET BID NUMBER 5654-SM Page 1 of 3 2. . . . .

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	QUAN,	UNIT PRICE	TOTAL			QUAN.	11RITT	PRICE TOTAL
		ONTI PRICE	TOTAL	***	********		·	PRICE TOTAL
**************************************					NOTE TO ALL BIDDER			
IN COMPLIANCE WITH THE REQUIPMENT OF THIS SPECIFICATION (IF APPICED OF THE SPECIFICATION (IF APPICED OF THE SETS OF DESCRIPTIVE LITERATE YOUR BID MAY NOT BE CONSIDER.	UIREMENTS LICABLE), D TWO (2) JRE OR			VEN SETS	OMPLIANCE WITH THE RE THIS SPECIFICATION (IF AP) DOR MUST SUBMIT WITH B OF DESCRIPTIVE LITERAT R BID MAY NOT BE CONSU	QUIREMENTS PLICABLE), ED TWO (2) FURE OR		
Bids shall be held firm for 120 day opening date and time.	s after bid	,		Bids open	shall be held firm for 120 de ng date and time.	ays after bid		
Further, prices shall be held firm to from date of award.	or one year			Furtl from	er, prices shall be held firm date of award.	for one year		
******************	******			****	********	******		
GROUP I - SCANNING & DO IDENTIFICATION S			<b>.</b>	GRO	UP L - SCANNING & DO	OCUMENT SERVICES		
Large Format Document     (Typically 36" x 48")	1 ea 1000 sheets	s 2 20 s	3,000-00	1.	Large Format Document (Typically 36" x 48")	l ea	s 3.00 s 1.75	\$ 3.00
2. Small Format Document (Typically 11" x 17")	1 ea	s . 25 s	250.40	2.	Small Format Document (Typically 11" x 17")	I ca	s 0,25	\$ 1750.00 \$ 0.25
3. Contract Documents	l ea	25	25		(-)	1000 sheets	\$ 0.20	\$ 200,60
(Typically 8" x 11")	5000 sheets	\$ . 25 s	260.00	3.	Contract Documents (Typically 8" x 11")	1 ea	s 0,10 s 0,07	s 0.10
•	·	•				5000 sheets	\$	s <u>350,00</u>
	FIRM NAME	(Minus Tech	ndlaciee LCC					
	SIGNATURE	Jord Jone	3/11/2012 DATE			FIRM NAME	SOM Places	TRO INC
	TITLE	<u> (60</u>	DATE			SIGNATURE	When La	Bellism 1, 14,



### CITY OF ATLANTA DEFARTMENT OF PROCUREMENT 55 TRINITY AVENUE, SW, SUITE 1790 ATLANTA, GEORGIA 3030-0307 (404) 330-6204

		QUAN.	UNET	PRICE	TOTAL
***	**************	*****			•
	NOTE TO ALL BIDDER	s			
OF T VEN SET	COMPLIANCE WITH THE REC THIS SPECIFICATION (IF APP IDOR MUST SUBMIT WITH BI S OF DESCRIPTIVE LITERAT OR BID MAY NOT BE CONSIDE	LICABLE), ID TWO (2) URE OR			
Bids open	shall be held firm for 120 da ing date and time.	ys after bid		•	
Furt	her, prices shall be held firm i date of award.	or one year			
****	*******	*******			
GRO	OUP I - SCANNING & DO IDENTIFICATION				
1.	Large Format Document (Typically 36" x 48")	l ca 1000 sheets	\$ 1.461/image \$ 1.461.00/1.00	e <u>\$1,46</u> e <u>\$1,46</u>	1/image
2.	Small Format Document (Typically 11" x 17")	1 ea	\$ \$0.11/image	3 \$0.11/im	age O
		1000 sheets	<sup>3</sup> \$0.11/image	3 \$ 110.00/	1.000 images
3.	Contract Documents* (Typically 8" x 11")	1 ea	<sup>9</sup> \$0.11/image	³ \$ 0.11/im	
		5000 sheets	<sup>3</sup> \$ 0.11/image	\$550.00/	5,000 lmages
	•				
		FIRM NAME	Iron Mountain Informal	ion Manageme	nt, Inc.
		SIGNATURE	Colour de	<b>⇒</b>	/ 02 / 24
		TITLE	Territory Vice Presiden		DATE



# CITY OF ATLANTA DEFARTMENT OF PROCUREMENT 55 TRINITY AVEAUE, 5V; SUITE 1799 ATLANTA, GEORGIA 30343-4397 (404) 334-4204

#### PRICING SHEET BID NUMBER 5654-SM Page 2 of 3

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## CITY OF ATLANTA DEPARTMENT OF PROCUREMENT 55 TRINITY AVENUE, SW, SUITE 1790 ATLANTA, GEORGIA 30303-0307 (404) 330-6204

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QUAN.	UNIT PRICE TOTAL	QUAN.	UNIT PRICE TOTAL
GROUP II - ELECTRONIC DOCUMENTS		GROUP II - ELECTRONIC DOCUMENTS	OBJ. PRACE TOTAL
CD (Indexing per document) 1 piece     DVD (Indexing per document) 1 piece	\$ .75 per page       \$ .75 per page         \$ .75 per page       \$ .75 per page	<ol> <li>CD (Indexing per document) 1 piece</li> <li>DVD (Indexing per document) 1 piece</li> </ol>	\$ 0.234 \$ 0.234 \$ 0.234 \$ 0.234
PICK-UP / DELIVERY CHARGE	\$ 28.00 per roundtrip	PICK-UP / DELIVERY CHARGE	\$ 18.00 per roundtrip
			ત્વ <sub>ન</sub>
	YOU MUST CHECK ONE		YOU MUST CHECK ONE
Prices will remain firm for 12 months.	Comply Non-Comply	Prices will remain firm for 12 months,	XX Comply Non-Comply
Firm Name Signature Title	D.I.S., Inc.  Signal 93, 13, 201  Vice President	FIRM NAME SIGNATURE TITLE	GRM Information Management Services  3,8,2012  Curtis B. Sorrell, Account Executive



## CITY OF ATLANTA DEPARTMENT OF PROCUREMENT 55 TRINITY AVENUE, SW, SUITE 1790 ATLANTA, GEORGIA 30303-0307 (404) 330-6204

#### PRICING SHEET BID NUMBER 5654-SIM Page 2 of 3



# CITY OF ATLANTA DEPARTMENT OF PROCUREMENT 25 TRINITY AVENUE, SW, SUITE 1799 ATLANTA, GEORGIA 30303-0307 (404) 330-6204

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PRICING SHEET BID NUMBER 5654-SM Page 2 of 3

A BOOK SHOWS TO SHOW

	Fage 2 01 5	OUAN.	UNIT PRICE TOTAL
GROUP II - ELECTRONIC DOCUMENTS  1. CD (Indexing per document) 1 piece  2. DVD (Indexing per document) 1 piece	UNIT PRICE TOTAL  \$ 10.00 \$ 10.00  \$ 10.00 \$ 10.00	GROUP II - ELECTRONIC DOCUMENTS  1. CD (Indexing per document) 1 piece  2. DVD (Indexing per document) 1 piece	\$.002/ky stroke \$.002/ky stroke \$.002/ky stroke \$.002/ky 5770K2
PICK-UP / DELIVERY CHARGE	\$	PICK-UP / DELIVERY CHARGE	\$ 16.52 per roundtrip
Dux scanning perces include:  Document peoperation  Scanning and indexing  Records Peauests  Data transfer  Records Consulting  Records Storage			
Prices will remain firm for 12 months.	YOU MUST CHECK ONE  Comply Non-Comply	Prices will remain firm for 12 months.	YOU MUST CHECK ONE  Elia Comply  Comply  Non-Comply
FIRM NAME SIGNATURE TITLE	Advanced Data Solutions Inc Hely 1 Englis 112 112 President	FIRM NAME SIGNATURE	Elite Toner Cardridges in



## CITY OF ATLANTA DEPARTMENT OF PROCUREMENT 55 TRINITY AVENUS, SW, SUITE 1799 ATLANTA, GEORGIA 30303-0307 (404) 330-6204

#### PRICING SHEET BID NUMBER 5654-SM Page 2 of 3



## CITY OF ATLANTA DEPARTMENT OF PROCUREMENT 55 TRINITY AVENUE, SW, SUITE 1790 ATLANTA, GEORGIA 30303-0307 (404) 330-6204

QUAN.	UNIT PRICE TOTAL	QUAN.	UNIT PRICE TOTAL
GROUP II - ELECTRONIC DOCUMENTS		GROUP II - ELECTRONIC DOCUMENTS	
1. CD (Indexing per document) 1 piece	\$_495.00 \$_495.00	1. CD (Indexing per document) 1 piece	\$ .25 \$ .25 / Document
2. DVD (Indexing per document) I piece	\$ 1995.00 \$ 1995.00	2. DVD (Indexing per document) 1 piece	\$ .25 \$ .25 / Document
PICK-UP / DELIVERY CHARGE	§ 35.00 per roundtrip	PICK-UP / DELIVERY CHARGE	\$ <u>\$25</u> per roundtrip
		•	
·	• .		•
Prices will remain firm for 12 months.	YOU MUST CHECK ONE  Comply Non-Comply	Prices will remain firm for 12 months.	YOU MUST CHECK ONE  Comply Non-Comply
FIRM NAME SIGNATURE TITLE	Global Legal Discovery LLC  3,/3,/2  Sales Executive	FIRM NAME SIGNATURE TITLE	IKON Office Solutions, Inc.  ON 1, 25,12  DATE



### CITY OF ATLANTA DEFARTMENT OF PROCUREMENT 55 TRINITY AVENUE, SW, SUITE 1790 ATLANTA, GEORGIA 30303-0307 (404) 331-5204

PRICING SHEET BID NUMBER 5654-SM Page 2 of 3

(404) 330-5204	Page 2 of 3	
QUAN,	UNIT PRICE TOTAL	GROUP II - ELE
GROUP II - ELECTRONIC DOCUMENTS		1. CD (Indexi
CD (Indexing per document) I piece	\$ <u>1.50</u> \$ <u>1.50</u>	2. DVD (Indexi
2. DVD (Indexing per document) 1 piece	\$ <u>1.50</u> \$ <u>1.50</u>	Z. DVD (IIIIIeA)
PICK-UP / DELIVERY CHARGE	\$No Charge - includedper roundtrip in the processing pricing.	PICK-UP / DELIVE
·		
Prices will remain firm for 12 months.	YOU MUST CHECK ONE  Comply Non-Comply	Prices will remain firm for
FIRM NAME SIGNATURE TITLE	Image Management Solutions  Ruhard McWoy 1, 23, 2012  President	
1 d. 1 tota	record on the table	



## CITY OF ATLANTA DEPARTMENT OF PROCUREMENT 55 TRINITY AVENUE, SW, SUITE 1790 ATLANTA, GEORGIA 30303-0307 (404) 330-6204

QUAN.	UNIT PROCE TOTAL
GROUP II - ELECTRONIC DOCUMENTS	
1. CD (Indexing per document) 1 piece	\$ 0.0175 \$ 0.0175
2. DVD (Indexing per document) 1 piece	\$ 0.0175 \$ 0.0175
PICK-UP / DELIVERY CHARGE	\$ 45.00 per roundtrip  YOU MUST CHECK ONE  X COMPLY Comply Non-Comply
FIRM NAME SIGNATURE TITLE	Layton Document Systems, Inc.  **Law July 3   12   12   12   12   12   12   12



### CTTY OF ATLANTA DEPARTMENT OF PROCUREMENT SS TRINITY AVENUE, SW, SUITE 1790 ATLANTA, GEORGIA 30303-0307 (404) 330-6204

#### PRICING SHEET BID NUMBER 5654-SM Page 2 of 3

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## CITY OF ATLANTA DEPARTMENT OF PROCUREMENT 55 TRINITY AVENUE, SW, SUITE 1790 ATLANTA, GEORGIA 30303-0307 (404) 330-5204

Markett Committee

QU	AN. UNIT PRICE TOTAL	QUAN.	UNIT PRICE TOTAL
GROUP II - ELECTRONIC DOCUMENTS  1. CD (Indexing per document) 1 piece  2. DVD (Indexing per document) 1 piece	14.00	GROUP II - ELECTRONIC DOCUMENTS  1. CD (Indexing per document) 1 piece  2. DVD (Indexing per document) 1 piece	s 10.00 s 10.00 s 10.00 s 10.00
PICK-UP / DELIVERY CHARGE	\$per roundtrip	PICK-UP / DELIVERY CHARGE	\$50.00 per roundtrip
		TICK-OF / DEBITER CHARGE	per roundinp
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		•	
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	YOU MUST CHECK ONE		
Prices will remain firm for 12 months.			YOU MUST CHECK ONE
	Comply Non-Comply	Prices will remain firm for 12 months.	Comply
	1		Comply Non-Comply
FIRM NA			
SIGNATU	DATE	FIRM NAME	Scan Maestro Inc
· TIT	LE CEO DATE	SIGNATURE	
•		TITLE	DATE
Carte and at the carte and the	and the second s		



### CITY OF ATLANTA DEPARTMENT OF PROCUREMENT 55 TRINITY AVENUE, 5W, 50TTE 1799 ATLANTA, GEORGIA MG8-0367 (404) 334-6304

QUAN	UNIT PRICE TOTAL
GROUP II - ELECTRONIC DOCUMENTS	XIA
1. CD" (Indexing per document) 1 piece	\$5.50/document \$5.50/document
2. DVD" (Indexing per document) I plece	\$5.50/document \$5.50/document
PICK-UP / DELIVERY CHARGE	\$ 50.00 per roundtrip
*Reassembly includes placement of documents in folder, but no refastening	Includes transportation and handling
**Assumes 50 images/document with .011/image	
1. No color scanning will be required 2. Upon contract award, Iron Mountain will write a Scope of Work in conjunction with The City of Allanta to confirm project requirements and will require both parties' signatures.  3. Iron Mountain is required the opportunity to meet with THE City of Atlanta to Further discuss indexing requirements. This conversation will allow Iron Mountain the opportunity to see it a more regressive pricing option for the "small format and contract" documents is available.	
rices will remain firm for 12 months.	YOU MUST CHECK ONE  X  Comply Non-Comply
FIRM NAME	Iron Mountain Information Management, Inc.
SIGNATURE	af Circuma 102/24, 12



## CTTY OF ATLANTA DEPARTMENT OF PROCUREMENT 55 TRINITY AVENUE, SW, SUITE 1798 ATLANTA, GEORGIA 3033-6397 (404) 330-4294

# PRICING SHEET BID NUMBER 5654-SM Page 3 of 3

Line College Service

# CITY OF ATLANTA DEPARTMENT OF PROCUREMENT 55 TRINITY AVENUE, SW, SUITE 1790 ATLANTA, GEORGÍA 39303-0307 (404) 330-6204

PRICING SHEET BID NUMBER 5654-SM Page 3 of 3

	7 - 80 0 01 0					
QUAN	UNIT PRICE	TOTAL		QUAN.	UNIT PRICE	TOTAL
EXTENSIONS, TOTALS AND GRAND TOTAL, IF APPLICABLE, SHALL BE ENTERED IN SPACES PROVIDED. FAILURE TO COMPLY MAY RENDER YOUR BID INVALID.		_	EXTENSIONS, TOTALS AND GRAND TOTAL, IF APPLICABLE, SHALL BE ENTERED IN SPACES PROVIDED. FAILURE TO COMPLY MAY RENDER YOUR BID INVALID.		Unit Price	Total
DELIVERY MAY BE A FACTOR IN AWARD. PLEASE STATE DELIVERY SCHEDULE IN SPACE PROVIDED BELOW. FAILURE TO COMPLY MAY RENDER YOUR BID INVALID.			DELIVERY MAY BE A FACTOR IN AWARD. PLEASE STATE DELIVERY SCHEDULE IN SPACE PROVIDED BELOW. FAILURE TO COMPLY MAY RENDER YOUR BID INVALID.		\$0.7146	\$0.7146
TERMS: BIDDERS ARE REQUESTED TO QUOTE NET PRICES. NET PRICES ARE LIST PRICES LESS TRADE			TERMS: BIDDERS ARE REQUESTED TO QUOTE NET PRICES. NET PRICES ARE LIST PRICES LESS TRADE		\$0.7146	\$714.60
OR OTHER DISCOUNTS OFFERED, EXCEPT CASH DISCOUNTS. IF A CASH DISCOUNT IS OFFERED, IT MUST BE CLEARLY SHOWN IN THE SPACE PROVIDED BELOW, IN ORDER FOR YOUR CASH DISCOUNT TO BE			OR OTHER DISCOUNTS OFFERED, EXCEPT CASH DISCOUNTS, IF A CASH DISCOUNT IS OFFERED, IT MUST BE CLEARLY SHOWN IN THE SPACE PROVIDED BELOW, IN ORDER FOR YOUR CASH DISCOUNT TO BE	·	\$0.0807	\$0.0807
CONSIDERED IN THE BID EVALUATION PROCESS, THE DISCOUNT PERIOD SHALL BE A MINIMUM OF THIRTY DAYS. ANY DISCOUNT PERIOD OFFERED OF LESS THAN THIRTY DAYS WILL NOT BE CONSIDERED IN		·	CONSIDERED IN THE BID EVALUATION PROCESS, THE DISCOUNT PERIOD SHALL BE A MINIMUM OF THIRTY DAYS. ANY DISCOUNT PERIOD OFFERED OF LESS THAN THIRTY DAYS WILL NOT BE CONSIDERED IN		\$0.0807	\$80.70
THE BID EVALUATION PROCESS. ALL DISCOUNTS OFFERED WILL BE TAKEN IF EARNED. TIME WILL BE COMPUTED FROM THE DATE OF ACCEPTANCE AT			THE BID EVALUATION PROCESS. ALL DISCOUNTS OFFERED WILL BE TAKEN IF EARNED. TIME WILL BE COMPUTED FROM THE DATE OF ACCEPTANCE AT		<b>\$</b> 0.0891	\$0.0891
DESTINATION OR FROM DATE A CORRECT INVOICE IS RECEIVED IF THE LATTER DATE IS LATER THAN THE DATE OF ACCEPTANCE.			DESTINATION OR FROM DATE A CORRECT INVOICE IS RECEIVED IF THE LATTER DATE IS LATER THAN THE DATE OF ACCEPTANCE.		\$0.0891	\$445.50
upon request, a copy of the bid tabulation will be made available at a cost of \$ .25 per page.			Upon request, a copy of the bid tabulation will be made available at a cost of \$ .25 per page.		\$0.2340	\$0.2340
IF FEDERAL EXCISE TAX APPLIES, SHOW AMOUNT OF SAME WHICH HAS ALREADY BEEN DEDUCTED IN DETERMINING YOUR NET PRICE, THE CITY IS ALSO	·		***  IF FEDERAL EXCISE TAX APPLIES, SHOW AMOUNT OF SAME WHICH HAS ALREADY BEEN DEDUCTED IN DETERMINING YOUR NET PRICE. THE CITY IS ALSO	***************************************	\$2.0028	\$1,241.92
EXEMPT FROM STATE AND LOCAL SALES TAX (UNLESS THIS AMOUNT IS SHOWN, TAX EXEMPTION CERTIFICATE CANNOT BE ISSUED AND VENDOR WILL BE RESPONSIBLE FOR PAYMENT OF TAX ON NET PRICE QUOTED).			EXEMPT FROM STATE AND LOCAL SALES TAX (UNLESS THIS AMOUNT IS SHOWN, TAX EXEMPTION CERTIFICATE CANNOT BE ISSUED AND VENDOR WILL BE RESPONSIBLE FOR PAYMENT OF TAX ON NET PRICE QUOTED).		Pick-up/Delivery Ch per round	-
,			Pick-up and Delivery schedule will be upon reques required by the City of Atlanta Advertisement for Bid No. 5654-SM.	t as	######################################	
			Pick-up/Delivery Charges are \$18 per roundtrip.			A CONTRACTOR OF THE PROPERTY O
FIRM NAMI	D.I.S., Inc.		FIRM	NAME	GRM Information Manager	ment Services
SIGNATURE	Vice President	201: DATE	SIGN	ATURE	Curtis B. Sorrell, Account E	3/8/201
TITLE	vice riesident			TITLE	Octas D. Corren, Account t	



## CITY OF ATLANTA DEPARTMENT OF PROCUREMENT 55 TRINITY AVENUE, SW, SUITE 1790 ATLANTA, GEORGIA 39393-0307 (404) 339-6204

#### PRICING SHEET BID NUMBER 5654-SM Page 3 of 3

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## CITY OF ATLANTA DEPARTMENT OF PROCUREMENT 55 TRINITY AVENUE, SW, SUITE 1790 ATLANTA, GEOOGIA 3030-30307 (404) 330-5204

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	QUAN.	UNIT PRICE TOTAL		QUAN.	UNIT PRICE	TOTAL
EXTENSIONS, TOTALS AND GRAND TOTAL, IF APPLICABLE, SHALL BE ENTERED IN SPACES PROVIDED. FAILURE TO COMPLY MAY RENDER YOUR BID INVALID.		12-1-13-20-20-20-20-20-20-20-20-20-20-20-20-20-	EXTENSIONS, TOTALS AND GRAND TOTAL, IF APPLICABLE, SHALL BE ENTERED IN SPACES PROVIDED. FAILURE TO COMPLY MAY RENDER YOUR BID INVALID.  DELIVERY MAY BE A FACTOR IN AWARD. PLEASE			
DELIVERY MAY BE A FACTOR IN AWARD. PLEASE STATE DELIVERY SCHEDULE IN SPACE PROVIDED BELOW. FAILURE TO COMPLY MAY RENDER YOUR BID-INVALID.		•	STATE DELIVERY SCHEDULE IN SPACE PROVIDED BELOW. FAILURE TO COMPLY MAY RENDER YOUR BID INVALID.			
TERMS: BIDDERS ARE REQUESTED TO QUOTE NET PRICES, NET PRICES ARE LIST PRICES LESS TRADE OR OTHER DISCOUNTS OFFERED, EXCEPT CASH DISCOUNTS. IF A CASH DISCOUNT IS OFFERED, IT MUST BE CLEARLY SHOWN IN THE SPACE PROVIDED BELOW. IN ORDER FOR YOUR CASH DISCOUNT TO BE CONSIDERED IN THE BID EVALUATION PROCESS, THE DISCOUNT PERIOD SHALL BE A MINIMUM OF THIRTY DAYS. ANY DISCOUNT PERIOD OFFERED OF LESS THAN THIRTY DAYS WILL NOT BE CONSIDERED IN THE BID EVALUATION PROCESS. ALL DISCOUNTS OFFERED WILL BE TAKEN IF EARNED. TIME WILL BE COMPUTED FROM THE DATE OF ACCEPTANCE AT DESTINATION OR FROM DATE A CORRECT INVOICE IS RECEIVED IF THE LATTER DATE IS LATER THAN THE DATE OF ACCEPTANCE.  """  Upon request, a copy of the bid tabulation will be made available at a cost of \$ .25 per page.  """  IF FEDERAL EXCISE TAX APPLIES, SHOW AMOUNT OF SAME WHICH HAS ALREADY BEEN DEDUCTED IN DETERMINING YOUR NET PRICE. THE CITY IS ALSO EXEMPT FROM STATE AND LOCAL SALES TAX (UNLESS THIS AMOUNT IS SHOWN, TAX EXEMPTION CERTIFICATE CANNOT BE ISSUED AND YENDOR WILL BE RESPONSIBLE FOR PAYMENT OF TAX ON NET PRICE QUOTED).			TERMS: BIDDERS ARE REQUESTED TO QUOTE NET PRICES. NET PRICES ARE LIST PRICES LESS TRADE OR OTHER DISCOUNTS OFFERED, EXCEPT CASH DISCOUNTS. IF A CASH DISCOUNT IS OFFERED, IT MUST BE CLEARLY SHOWN IN THE SPACE PROVIDED BELOW. IN ORDER FOR YOUR CASH DISCOUNT TO BE CONSIDERED IN THE BID EVALUATION PROCESS, THE DISCOUNT PERIOD SHALL BE A MINIMUM OF THIRTY DAYS. ANY DISCOUNT PERIOD OFFERED OF LESS THAN THIRTY DAYS WILL NOT BE CONSIDERED IN THE BID EVALUATION PROCESS. ALL DISCOUNTS OFFERED WILL BE TAKEN IF EARNED. TIME WILL BE TOMPUTED FROM THE DATE OF ACCEPTANCE AT JESTINATION OR FROM DATE A CORRECT INVOICE IS RECEIVED IF THE LATTER DATE IS LATER THAN THE DATE OF ACCEPTANCE.  ***********************************			
	NAME	Global Legal Discovery LLC	FIRM	NAME	IKON Office Solutions, Inc.	
	ATURE TITLE	Sales Executive	SIGNA	TURE	nerf	1 / 23 /11 DATE
			•	TITLE	DAB	VALL



#### CITY OF ATLANTA DEPARTMENT OF PROCUREMENT 55 TRINTTY AVENUE, SW, SUITE 1790 ATLANTA, GEORGIA 30303-0307 (404) 330-6204

#### PRICING SHEET BID NUMBER 5654-SM Page 3 of 3

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QUAN. UNIT PRICE TOTAL EXTENSIONS, TOTALS AND GRAND TOTAL, IF APPLICABLE, SHALL BE ENTERED IN SPACES PROVIDED. FAILURE TO COMPLY MAY RENDER YOUR BID INVALID. DELIVERY MAY BE A FACTOR IN AWARD, PLEASE STATE DELIVERY SCHEDULE IN SPACE PROVIDED BELOW. FAILURE TO COMPLY MAY RENDER YOUR BID INVALID. TERMS: BIDDERS ARE REQUESTED TO QUOTE NET PRICES. NET PRICES ARE LIST PRICES LESS TRADE OR OTHER DISCOUNTS OFFERED, EXCEPT CASH DISCOUNTS. IF A CASH DISCOUNT IS OFFERED, IT MUST BE CLEARLY SHOWN IN THE SPACE PROVIDED BELOW. IN ORDER FOR YOUR CASH DISCOUNT TO BE CONSIDERED IN THE BID EVALUATION PROCESS, THE DISCOUNT PERIOD SHALL BE A MINIMUM OF THIRTY DAYS, ANY DISCOUNT PERIOD OFFERED OF LESS THAN THIRTY DAYS WILL NOT BE CONSIDERED IN THE BID EVALUATION PROCESS. ALL DISCOUNTS OFFERED WILL BE TAKEN IF EARNED. TIME WILL BE COMPUTED FROM THE DATE OF ACCEPTANCE AT DESTINATION OR FROM DATE A CORRECT INVOICE IS RECEIVED IF THE LATTER DATE IS LATER THAN THE DATE OF ACCEPTANCE. Upon request, a copy of the bid tabulation will be made available at a cost of \$ .25 per page. \*\*\*\*\*\*\*\*\*\*\*\*\* IF FEDERAL EXCISE TAX APPLIES, SHOW AMOUNT OF SAME WHICH HAS ALREADY BEEN DEDUCTED IN DETERMINING YOUR NET PRICE. THE CITY IS ALSO EXEMPT FROM STATE AND LOCAL SALES TAX (UNLESS THIS AMOUNT IS SHOWN, TAX EXEMPTION CERTIFICATE CANNOT BE ISSUED AND VENDOR WILL BE RESPONSIBLE FOR PAYMENT OF TAX ON NET PRICE QUOTED). FIRM NAME **SIGNATURE** 123112



### CITY OF ATLANTA DEPARTMENT OF PROCUREMENT SS TRINITY AVENUE, SW, SUITE 1796 ATLANTA, GEORGIA 3000-0007 (404) 330-6204

PRICING SHEET BID NUMBER 5654-SM Page 3 of 3

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EXTENSIONS, TOTALS AND GRAND TOTAL, IF APPLICABLE, SHALL BE ENTERED IN SPACES PROVIDED. FAILURE TO COMPLY MAY RENDER YOUR BID INVALID.				
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CITY OF ATLANTA
DEPARTMENT OF PROCUREMENT
55 TRINITY AVENUE, SW, SUITE 1790
ATLANTA, GEORGIA 30003-0307
(404) 330-6204

PRICING SHEET BID NUMBER 5654-SM Page 3 of 3

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## CITY OF ATLANTA DEPARTMENT OF PROCUREMENT 55 TRINITY AVENUE, SW, SUITE 1790 ATLANTA, GEORGIA 30303-0307 (404) 330-6204

PRICING SHEET BID NUMBER 5654-SM Page 3 of 3

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### CITY OF ATLANTA DEPARTMENT OF PROCUREMENT 55 TRINITY AVENUE, SW, SUITE 1790 ATLANTA, GEORGIA J0303-0307 (404) 330-6204

#### PRICING SHEET BID NUMBER 5654-SM Page 3 of 3

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CITY OF ATLANTA

DEPARTMENT OF PROCUREMENT

55 TRINITY AVENUE, SW, SUITE 1790

ATLANTA, GEORGIA 30303-0307

(404) 330-6204

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### CITY OF ATLANTA DEPARTMENT OF PROCUREMENT SI TRINITY AVENUE, SW, SUITE 1790 ATLANTA, GEORGIA 30167–2107 (404) 330-6284

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